

STATE TAX COMMISSION

APPLICATION FOR TEMPORARY EMPLOYMENT

Requires Submission of Resume

Please Print

Type of Position Applied For:		Circle The Location Where You Would Accept Employment		
Social Security Number:	Availability Date:	Coeur d'Alene Lewiston	Boise Twin Falls	Pocatello Idaho Falls
Mr. Ms.	Last Name	First Name	Middle Initial	
Mailing Address (Street or P.O. Box)				
City, State, Zip Code			Home Phone	Other Phone

EDUCATION

Schools Attended After High School or special Training Received

Name	Location City State	From Mo/Yr	To Mo/Yr	Did You Graduate?	Type Of Degree or Diploma
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

PLEASE NOTE:

- A background investigation will be conducted on all candidates offered employment. Employment is contingent on favorable completion of the investigation.
- All Tax Commission employees are required to file their tax returns on time as a condition of employment.
- Employment eligibility documentation will be required at enrollment. Minimum age is 16 years old.
- Resume needs to include all post-high school education and applicable work experience and references. A multi-page resume is acceptable.

Complete the application form and mail, or deliver, or fax it and your resume to:

Human Resource Office
Idaho State Tax Commission
800 Park Plaza IV
P.O. Box 36
Boise, Idaho 83722

Fax: (208) 332-6683

SS00651
12-15-99

An EEO/AA Employer

EXPERIENCE

In addition to your resume, please describe your areas of experience/knowledge in the following areas. If experience, show employer and length of time. If the knowledge is obtained through formal course work, please list the course name. If additional space is needed you may continue your response on a separate sheet of paper. **Positions require experience/knowledge in one or more of the following areas.**

Describe your experience/knowledge in:

1. Answering telephones in a business setting _____

2. Computer skills (list word processing and/or other pertinent software) _____

3. Explaining and applying policies and procedures _____

4. Researching a variety of sources to collect and compile information _____

5. Preparing written reports/business correspondence _____

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with the State terminated.

Signature

Date